

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: July 30, 2019    Closing Date: August 6, 2019**

**PARALEGAL**

**Criminal Division, Domestic Violence and Child Abuse Unit, New Castle County**

**Job Responsibilities and Duties:**

This Paralegal provides paralegal support to Deputy Attorneys General in the Criminal Division, Domestic Violence and Child Abuse Unit in New Castle County. This Unit is a very busy and extremely fast-paced demanding work environment. This Paralegal has many duties; an integral duty is to assist multiple Deputy Attorneys General with discovery at both the felony and misdemeanor level. Organization and preparation are critical skills needed in this position. This Paralegal is required to research and efficiently process important legal documents in preparation for trial for the Deputy Attorneys General. Duties include victim/witness contact, obtaining reports, body worn camera evidence, emergency communications and other information requested from police agencies, gathering and tracking statistical information for preparation of cases, redacting hard copies of discovery materials such as police reports, search warrants, medical records, videos and cell phone records. Also the duties include obtaining any additional evidence from police officers and other agencies not provided at intake for discovery. This Paralegal will convert, copy and redact audio/video discovery for both felony and misdemeanor level cases. This Paralegal will be cross trained on other paralegal specialties within the Criminal Division including Interstate Agreement Detainers ("IAD"), DNA coordination, Ballistics, Pardon and Parole duties and homicide case assignments as needed. This Paralegal will draft Habitual Offender Motions for sentencing, conduct research for dispositions on out of state convictions, file routine Motions, prepare charging documents and file other legal documents, conduct print NCIC criminal histories, draft Board of Parole letters in response to applicant's requests, respond to victim/witness questions regarding reason for appearance, coordinate witness meetings, including expert witnesses for trial, schedule and conduct intakes, draft and send subpoenas, and other duties as requested by Deputy Attorneys General in preparation for trials and overall casework to ensure successful prosecution of Domestic Violence and Child Abuse cases.

**Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to:  
Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.